



*Administrative Communications*

***PROCESSING OF OUTGOING AND INCOMING CLASSIFIED  
AND ACCOUNTABLE COMMUNICATIONS COURSE***

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This pamphlet provides training guidelines for processing outgoing and incoming classified and accountable communications as implemented within the Air Force and the Air Intelligence Agency (AIA). This pamphlet and its attachments are designed to be used for classroom instruction. These training guidelines are provided for all AIA military and civilian personnel involved in transmitting classified and accountable communications through other than electronic means. These training guidelines are also available to non-AIA collocated activities. This pamphlet does not apply to AIA-gained Air National Guard or Air Force Reserve units.

- Attachment 1—a series of slides used with the instructor's script.
- Attachment 2 – a student reference aid.
- Attachment 3 – the end-of-course test used to certify all students who attain the minimum passing score.
- Attachment 4—the answers to the test.

## PLAN FOR INSTRUCTION

### Concept

This course is designed to be taught in a classroom setting by an instructor. It is a group “lock-step” lecture and discussion course that progresses from the unknown to the known. This means all students move through the material at the same pace. The instructor covers a unit of instruction by lecture and encourages the students to discuss the material and ask questions. The material assumes no prior knowledge of accountable communications-control procedures. It starts with basic concepts and moves toward more complex material, building on itself in the process.

The instructor should, ideally, be very familiar with the course material and knowledgeable about accountable-communications concepts. The instructor should strive to make the instruction as “student-centered” as possible, tailoring the course material to local conditions and the needs of the student.

### Materials Required.

The instructor ensures that each student receives a copy of the student reference aid (attachment 2). Advise students to take notes and keep them to refresh their memory. Four Microsoft PowerPoint presentations and a screen are necessary to conduct this course.

### Organization.

This course is designed to be taught in approximately six hours, start to finish. Depending on local requirements, this can be done in one day or broken into two, three-hour blocks taught over a two-day period. The instructor should give a ten-minute break every hour to allow students to refresh themselves.

The course material is divided into seven sections. The first section is orientation and has no learning objective. Each of the remaining six sections has a learning objective stated at the beginning of the unit of instruction. The time required to teach each objective is also indicated. All of the material in the unit is designed to accomplish the learning objective. The objective defines the instruction to be given, the student behavior expected to be demonstrated on the end-of-course test, and the minimum acceptable standard expected of the student. The teaching guide is arranged so that teaching steps supporting the objective are printed on the left side of the page and material supporting the teaching step is printed on the right side of the page.

Students must achieve a 75 percent minimum standard from each of the learning objectives. If a student fails more than 25 percent of the test questions for any one learning objective, the instructor must provide remedial instruction and retest the student on the failed objective.

An end-of-course test (attachment 3) is included and should be administered as a closed-book test. Test answers (attachment 4) are also included. Prohibit students from looking at the answers until they have taken the test. The instructor may want to remove the answers from the students’ pamphlets to preclude compromising the test.

## **COURSE OVERVIEW**

### **1. Orientation**

- a. Introducing the instructor
- b. Defining an accountable communication
- c. Explaining the purpose of this course
- d. Understanding the reason for concern about classified administrative communications (admin comm)
- e. Course overview
- f. References

### **2. Philosophy of the classified, administrative communications distribution process**

- a. Limiting access to cleared and designated personnel
- b. Identifying and marking documents
- c. Distribution systems
- d. Containerizing
- e. Receipting
- f. Summary

### **3. How to identify cleared and authorized individuals**

- a. Identifying cleared personnel
- b. Determining the need-to-know
- c. Knowing your responsibility

### **4. How to identify classified material**

- a. Differentiating between classified material and unclassified material
- b. Responsibility for marking classified material
- c. A classified letter
- d. A compiled classified document
- e. A classified chart or map
- f. Other materials

### **5. Preparing outgoing containers**

- a. Annotating an Outgoing Accountable Container Log
- b. Preparing an AF Form 310, Document Receipt and Destruction Certificate
- c. Preparing a Defense Courier Service (DCS) container
- d. Preparing a registered package

### **6. Accounting for outgoing containers**

- a. Preparing an AF Form 12, Accountable Container Receipt
- b. Initiating an AF Form 310 tracer action
- c. Hand-carrying classified material
- d. Dispatching classified material through BITS to on-base locations

**7. How to receipt for incoming accountable containers**

- a. Receipting for incoming accountable containers
- b. Authorizing receipt
- c. Accepting accountability

**8. Summary and end-of-course test**

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**5 Attachments**

- 1. Orientation
- 2. Student Reference Aid
- 3. End-of-Course Test
- 4. Answers to the End-of-Course Test
- 5. Diskettes

## ORIENTATION

### 1. Orientation

(20 minutes)

Introducing the instructor

#### SLIDE 1

Before actually beginning the course, reserve a few minutes to cover requirements concerning local procedures. Use the following as an example or guideline and insert additional procedures where required.

#### EXAMPLE:

Good morning/afternoon. I am (rank and name) of the (Division or Branch). Before we begin this course, there are a few items that we must cover.

-The restrooms are located \_\_\_\_\_.

-In the event of a fire or evacuation notice, our exit route will be \_\_\_\_\_.

-Smoking is not permitted in the classroom; however, we will take a 10-minute break every hour.

-We will break for lunch at \_\_\_\_\_ (if needed).

-And this class will cover a \_\_\_\_\_-hour period.

Defining an accountable communication

#### SLIDE 2

Q. What is an accountable communication?

According to AF DoDM 4525.8/AF Sup 1, accountable communications are "Communications for which accountability must be maintained under DoDR 5200.1/AFI 31-401, USSAN Instruction 1-69, DoDS 5105.21-M-1, USAF INTEL 201-1 and this publication. The term includes classified material and unclassified communications that, because of their nature and sensitivity, must be handled and processed in a controlled environment.

Refer to all other communications as regular communications.” (AF DoDM 4525.8/AF Sup 1, Section B: Definitions, Page 76)

### **SLIDE 3**

The purpose of this course, however, is limited to teaching the proper procedures and policies for distributing classified accountable, non-electronic administrative communications (hard-copy letters, documents, tapes, etc.).

We will concentrate on four types of distribution:

1. The Defense Courier Service (DCS)
2. The US Postal Service (registered mail)
3. The Base Information Transfer System (BITS) on base
4. By hand-carrying

We'll address both dispatch and receipt responsibilities from an action office (AO) perspective.

Q. Why should you be concerned about - classified administrative communications?

The “why” should be quite obvious. Protection of classified information is vital to the security of our nation. This protection must continue throughout the life cycle of the information--creation, reproduction, maintenance, disposition and, of course, dissemination--whether across the base or across the world.

### **SLIDE 4**

This course consists of two major segments:

First, we'll discuss the philosophy of the classified administrative communications distribution process--who, how, and why.

## **Explaining the purpose of this course**

Understanding the reason for concern about classified administrative communication (admin comm)

## **Course overview**

## Reference

**2. Philosophy of the classified administrative communications distribution process**

Given information about the classified administrative communications distribution process, select, with a minimum of 75 percent accuracy, statements which describe basic principles.

Limiting access to cleared and designated personnel

This will include an overview of the distribution systems and a brief description of terms and references directives.

And second, in the major part of the course, we'll detail the actual distribution process. We'll review the "who" process of designations and authorizations and then the "how" process--document identification, markings, and accountability; selection of the appropriate distribution system; and container wrapping, marking, and accountability.

Finally, after a question and answer period, we'll administer a written test. You're required to achieve a minimum score of 75 percent on each learning objective to successfully complete the course.

**NOTE:** Refer to attachment 2 and review each briefly.

Q. Are there any questions before we begin?

Method: Lecture/Discussion (30 minutes)

**SLIDE 5**

Lets begin with the philosophy behind the classified administrative communications distribution process

Foremost, the cornerstone of our security process depends upon personnel security. That is, access to classified information must be limited to only cleared and appropriately designated personnel who possess a "need-to-know." When that information must pass through many channels, such as the Base Information Transfer System (BITS), the United States Postal Service (USPS), or the Defense

## Identifying and marking documents

Courier Service (DCS), control and accountability of that information must be such that unauthorized viewing or tampering with the information must be prevented or clearly evident if it does occur. All the procedures for control and accountability of classified information throughout the dissemination (distribution) process are based on this philosophy.

Information security involves applying specific standards for controlling classified information. Most important, every classified document must be properly controlled, as required, from creation through destruction. Classified information must, therefore, be quickly and easily identified.

At this point, it's important to clarify that, within AIA, we work with two distinct categories of classified information--collateral and SCI (sensitive compartmented information).

### **SLIDE 6**

The handling and disseminating policies and procedures are significantly different, and it's extremely important that you know which category of information you are working with.

**Collateral.** This is a coined word that has been adopted by the SCI community to distinguish it from SCI material. It merely means material that is Confidential, Secret, or Top Secret that is non-SCI.

**SCI.** This is information that requires special controls for restricted handling within compartmented intelligence systems and for which compartmentation is established.  
(Reference: DoDR 5200.1/AFI 31-401)  
Does everyone clearly understand the difference?

**INSTRUCTOR'S NOTE:**

Ensure students understand these distinctions before moving on.

## Distribution Systems

The procedures and standards for marking and controlling classified documents are outlined in AFR 31-401 (collateral) and USAFINTTEL 201-1 (SCI).

## Containers used

If classified information must be transferred from one action office to another, selecting the most appropriate distribution system is extremely important. The distribution systems vary as to their security reliability; that is, the more sensitive the material (SCI), the more secure the system must be (DCS).

## Receipting

Closely related to selecting the appropriate distribution system is selecting the appropriate containers. Sealed containers not only physically protect the material but also prevent unauthorized access by personnel who do not have a "need-to-know." The procedures for wrapping, marking, and controlling sealed containers are outlined in several directives which we will discuss later.

## Summary

Finally, receipting is one of the most critical and vital parts of the entire process. It ensures that an accountable container is fully accounted for through a constant chain of receipts from the point of origin to its final destination, regardless of the mode or system used. Receipts also serve as valuable tools for conducting tracer action. You will learn and understand the different forms of receipting as we continue through this course.

In summary, the information security process emphasizes these concerns.

1. Involvement of only cleared and designated personnel.
2. Clear and efficient document identification and marking.

3. Selection and use of the most appropriate distribution system.

4. Proper use of sealed and marked containers.

5. Strict container accountability procedures through receipting.

Q. Are there any questions?

Method: Lecture/Discussion (15 minutes)

### **3. How to identify cleared and authorized individuals**

Given information about restricted-area badges and the need-to-know concept, select, with a minimum of 75 percent accuracy, statements which describe basic principles.

Identifying cleared personnel.

Determining the need-to-know.

### **SLIDE 7**

We're now ready to discuss the actual distribution process. We already know that classified material should be handled and transferred between cleared and authorized individuals. But how do we determine whether or not an individual is cleared and, even so, authorized to receive classified material?

Step one of the distribution process--how to identify cleared and authorized individuals.

Within a sensitive compartmented information facility (SCIF), we can determine that an individual is cleared by the appropriate restricted-area badge that he or she wears within AIA. The green badge indicates that this individual is cleared for material up to and including Top Secret SCI.

Now, although a person wears a restricted-area badge, it does not necessarily mean he or she is authorized to receive or access any classified information he or she desires.

The key words are "**need-to-know**." For instance, you would not give classified material concerning matters in DO (Operations) to a person in LG (Logistics), unless you have determined that person is

appropriately cleared undoubtedly has a “need-to-know.”

For example, if you were to hand-carry a Secret collateral document to a non-SCIF area on base, it would be your responsibility to ensure that the person receiving the document is appropriately cleared to receive that document and has a “need-to-know.”

Local requirements authorizing individuals to receive classified material differ from place to place. For example, in AIA, we use an AIA Form 170, Official Communications Receipt Authorization, or a Letter of Authorization; MAJCOMs and other FOAs may develop a similar form.

Regardless of how individuals are authorized to receive classified material, remember it is **YOUR** responsibility to ensure that individuals are appropriately cleared and authorized before you transfer classified material to them.

Knowing your responsibility

#### 4. How to identify classified material

Given information about identifying documents, select, with a minimum of 75 percent accuracy, statements which describe basic marking principles.

Differentiating between classified material and unclassified material.

Method: Lecture/Discussion (45 minutes)

#### SLIDE 8

Step two of the distribution process--how to identify classified material.

Considering that an administrative communication is any form of written correspondence, it can also be classified. But how do you tell the difference between classified material and unclassified material? Classified material bears distinguishing markings--paragraph, page, and document. Unclassified material normally does not have distinguishing markings unless it is incorporated within classified material; in which case, the unclassified material must be clearly distinguished from the classified.

## Responsibility for marking classified material

The responsibility for correctly marking material classified material rests with the originator of the information. If the originator fails to properly mark the material, it becomes the responsibility of the person who discovers the unmarked document to safeguard it until proper classification guidance can be obtained.

Along with the classification markings on a document, there are several other markings that assist in identifying the level of classification (codewords, caveats, special handling instructions). This course is primarily concerned with distributing accountable administrative communications. Proper classification marking is a major topic in itself.

For that reason, we'll only slightly touch on proper marking. For more detailed guidance regarding proper markings, refer to AFI 31-401, AFP 205-13, and USAFINTEL 201-1.

What you are about to see are examples of properly marked classified material.

## A classified memorandum.

### **SLIDE 9**

First, a classified memorandum. At the beginning of each paragraph and subparagraph, you see abbreviated classification markings; these are known as "Portion Markings". Notice the classification markings at the top and bottom of this page. That is the "Overall Classification Markings" of the memorandum. At the bottom, you see the "Classified By" or the "Derived From" line." If "Classified By" line exists, list classification authority by either the name or personal identifier and/or position. If "Derived From" line exists, enter the standard notation "Multiple Sources" on that line, indicating more than one classified source was used.

The “Reason for Classification” line has to have a brief reference to the classification category (Example from E.O. 12958). The last marking needs the “Declassify On” line, which describes the duration of classification. These items are mandatory on all classified material, whether it’s handwritten notes or a final document.

A compiled classified document

#### **SLIDE 10**

Next, a compiled classified document. Compiled documents are marked on the top and bottom of each page. The overall classification is placed on the front cover, the title page, the first page, and the back cover. All other pages are marked at the top and bottom with the highest classification contained on that particular page. This is one of those instances where you may see pages marked “UNCLASSIFIED” and incorporated within classified material.

**SLIDE 10B-** Document Cover of First Page

**SLIDE 10C -** Title Page

**SLIDE 10D-** Interior Pages

**SLIDE 10E -** Back Cover

#### **SLIDE 11**

A classified chart or map

A classified chart or map. On this chart, you see the positions of the classification markings have not changed. They are still on the top and bottom. The classification markings you see within the graph are the equivalent of portion markings.

#### **SLIDE 12**

Rolled Material

Here is also an example of a chart that is rolled. The classification marking must also be placed on the outer or reverse of the

## Other materials

chart. Classified material comes in all shapes and sizes and must be properly marked for identification. There are also:

**SLIDE 13** - Removable storage medium

**SLIDE 14** - Unprocessed film

**SLIDE 15** - Overall markings

**SLIDE 16** - File folders

**SLIDE 17** - Photographs

**SLIDE 18** - Transparencies or slides

**SLIDES 19 & 19A** - Microfiche and its containers

The bottom line is--you must pay special attention to classified material before taking any action with it. Look for overall classification markings, portion markings, and special-handling instructions. And if you cannot determine whether material is classified or not, be safe--ask your supervisor, the originator of the information, or your security manager.

Method: Lecture/Discussion (2 hours)

## 5. Preparing outgoing container

Given information about techniques for preparing accountable containers, select, with a minimum of 75 percent accuracy, statements which describe basic packaging principles.

### **SLIDE 20**

We're now ready to move into the more detailed steps of the process to prepare material for dispatch.

This training is written from the action office point of view; for example, DOE (Operations Information Management), SP (Security Policy), and LG (Logistics). The action office is normally responsible for initiating the control log, preparing the AF Form 310, preparing the inner container, preparing the outer container, and a container receipt for registered mail.

### **INSTRUCTOR'S NOTE:**

Local procedures may vary and instructors should address local specifics at this point.

The action office normally turns the sealed inner container (SCI) or sealed outer container and AF Form 12 (registered) over to Information Management (IM) for completion-preparing outer wrapper and container receipts (SCI) and entering the container into the DCS or BITS.

We'll not discuss action office procedures.

## **SLIDE 21**

Annotating an Outgoing  
Accountable Container Log

The first step in preparing material for dispatch is obtaining a container number and annotating the Container Log with all pertinent information. We'll now take a look at this procedure by discussing each area of the log.

**OFFICE SYMBOL:** This is the office that maintains and completes the log.

**YEAR:** Self-Explanatory.

**PAGE NUMBER:** Self-Explanatory.

**CONTAINER NUMBER:** These are consecutive numbers beginning with 001 on 1 January of each calendar year.

**NOTE:** As we go along, you will notice that the office symbol, year, and container number are in separate blocks. Although this is so, the container number on a package prepared for dispatch should be as prescribed in AF DoDM 4525.8/AF SUP 1.

These blocks were broken out to avoid repetitious annotations. This container number is the very same number that will be annotated on the AF Form 310, the inner container (SCI and registered), the outer container, and the AF Form 12 (registered).

**DISPATCHER OFFICE SYMBOL:** This is the office that is actually dispatching the material. This is not necessarily the office that maintains the log. For example, DOE often maintains the log but issues container numbers to other elements of DO, such as DOU (Operations Support), DOF (Flight Management).

**CONTENTS OF CONTAINER:** A brief, yet specific description of the contents being dispatched. It need not be as lengthy or specific as the description required on an AF Form 310, which we will cover soon.

**CLASSIFICATION (CLAS):** The abbreviated classification symbol for the container content.

**INSTRUCTOR'S NOTE:**

Explain the different classification symbols at this time.

**ADDRESSEE:** The organization and office symbol. It is not necessary to use the geographic location of the receiving organization; for example, 692 IG/IM would suffice.

**DATE DISPATCHED:** The date the accountability of the container was transferred to the distribution office.

**MODE DISPATCHED:** This is self-explanatory; use one of the following. If the material is being sent through the Defense Courier Service, indicate "DCS"; through registered mail, "REG"; hand-carried, "HC"; or on base through the Base Information Transfer System, "BITS."

**INITIAL SUSPENSE DATE:** The date by which the signed AF Form 310 should be returned. This will either be 30 or 45 days from the "date dispatched." This area will

also be further discussed when we move on to “Preparing the AF Form 310.”

**SUSPENSE DATE 1ST TRACER:** This block is used on an “as required” basis. There is no set suspense on conducting tracer action. Therefore, if tracer action is necessary, establish a realistic suspense date that will allow enough time for the addressee to receive and respond to the tracer request.

**SCI CONTROL NUMBER:** Top Secret Bravo material being dispatched from a SCIF must be further controlled by an SCI control number. Therefore, if applicable, you will place that number in this block. Indicate “N/A” if not applicable.

#### **INSTRUCTOR’S NOTE:**

Explain the local procedures for obtaining an SCI control number.

At this point, you are finished with the log. Be sure all entries to the log are legible and accurate. Keep the log as specified in AFMAN 37-139.

Now we will move to the next step, which is “Preparing the AF Form 310.” Are there any questions?

Preparing an AF Form 310, Document  
Receipt and Destruction Certificate

Before you can begin packing and wrapping courier or and registered material, you must prepare receipts to go with the material. The most commonly used receipt for classified material is the AF Form 310, **Document Receipt and Destruction Certificate**, its prescribing directive is AFI 31-401. There are other receipts such as the NSA Form 1295 for multiple dispatch; however, we will concentrate on the AF Form 310.

#### **SLIDE 22**

An AF Form 310 is constructed as a three-part set (an original and two carbons). Once the form is completed, you will send the

original and one carbon copy with the material being dispatched. Maintain the third copy as a suspense copy to ensure the signed original is returned by the recipient.

**Block 1--TO:** Simple enough to understand. In this block, place the complete mailing address of the intended recipient, to include zip codes. **DO NOT** use more specific geographical designations such as Bldg 2000, Rm 214.

**Block 2--FROM:** Just like Block 1, complete mailing address is used.

**NOTE:** The purpose for using a mailing address versus a geographic address is because the recipient of the material will return the signed AF Form 310 to the address indicated in Block 2.

**Block 3--DATE:** The date placed in this block should be the actual date you will enter the material into the system. This will give the recipient of the material the time needed to receive the material and sign and return the AF Form 310.

**Block 4--CONTAINER NUMBER:** This is the container number that you acquired from the Outgoing Accountable Container Log. Again, this container number will appear on the AF Form 310, the inner container (SCI and registered), the outer container, and the AF Form 12 (registered).

**Block 5--DESCRIPTION OF DOCUMENT(S):**

If you read the small type following these words, you'll notice that it is self-explanatory. It is exactly what the title says--a "Description of Documents" that will be transmitted along with the AF Form 310. Let's go over this area. Indicate the overall classification; the overall classification is the highest classification of the material being dispatched. This is indicated in abbreviated form, such as (C) for Confidential, (S) for

Secret, and (TS) for Top Secret material. Special caveats or statements can accompany this abbreviation. Therefore, if you are unsure of the overall classification, contact your supervisor or your security manager before dispatching the material. Be sure not to use codewords as part of the classification; never, ever use them on an AF Form 310! These forms must always be unclassified. While codewords are not classified, they are sensitive and should not be viewed by non-SCI indoctrinated individuals.

#### **INSTRUCTOR'S NOTE:**

Discuss classified codewords here.

**Originator, Type, and Date:** This indicates who created the document being dispatched, followed by what type of material it is, and the date of the material. For instance, if you are transmitting a memo originated by your commander, the "originator, type, and date" could be "67 IW/CC Memo, 29 Jun 94," or if it is a regulation published by your unit, it might read "67 IW Regulation, 1 Jul 94."

**NOTE:** Keep in mind that documents are not the only items that are classified. There are other things like equipment and maps. Nonetheless, you must identify every piece of material being sent to the recipient on an AF Form 310.

**Unclassified Subject Title:** Again, self-explanatory. State the title of the document you're dispatching. However, if the title of the document itself is classified, use the unclassified short title; that will let the recipient of the material know that it is indeed the material that was intended to be sent. Be sure to close out the subject title with (U). This definitely indicates that the title is unclassified.

**Number of Copies:** It is extremely important that the recipient know how many copies of a document you sent. If you sent two copies, you must state so. This way if the recipient does not receive the number of copies indicated, he or she can begin to track the material, beginning with the point of origin.

Also use this area to identify attachments, additional control numbers for Top Secret collateral material, SCI control numbers. After the last entry in this area, place a series of slashes(/) and the words "LAST ITEM."

This will indicate to the recipient that nothing else follows other than what is already listed. If you follow the guidelines provided in this block, you should not have any problems.

**Block 6--DATE:** This block indicates the suspense date you have set for the recipient to receive the material and sign and return the AF Form 310. There are two suspenses applied to this block; they are as follows:

If the material is being sent from a continental United States (CONUS) location to another CONUS location, the suspense date will be 30 days from the date of dispatch. For instance, if the date of dispatch is 1 Jul 96, the suspense date will be 30 Jul 96.

If the material is being sent from a CONUS location to an overseas location or vice versa, the suspense date will be 45 days from the date of dispatch. Also, if the material is sent from an overseas location to another overseas location (for example, Germany to England), the suspense date will be 45 days from date of dispatch. So if the material is dispatched 1 Jul 96, the suspense date will be 14 Aug 96.

So, you have completed your portion of the AF Form 310. What happens to it from

Preparing a Defense Courier Service (DCS)  
container

here? The next step would be to pack and wrap the material that the AF Form 310 will accompany. But, before we get to that, let's briefly discuss Blocks 7, 8, and 9.

As you already know, after the material is dispatched, the recipient has either 30 or 45 days to return the signed original copy of the AF Form 310, depending upon the location. When the recipient receives the material, he or she must complete Blocks 7, 8, and 9 of the AF Form 310 before returning it. This signature indicates that the material was received and accounted for.

Blocks 10 through 13 are used to document destruction of the material. For further guidance on destroying classified material, refer to AFI 31-401 or contact your security manager.

The next logical step is to finally do the packing and wrapping. But how? Well, there are two ways to pack and wrap--the right way and the wrong way. So let's discuss the "rightway."

There are two authorized ways to transmit classified material to off-base locations: through the Defense Courier Service (DCS) or by registered mail. We will discuss both of these individually. Let's begin with DCS material.

### **SLIDE 23**

What qualifies material to be dispatched through the Defense Courier Service (DCS)? There are two conditions, and they are:

All sensitive compartmented information (SCI) must be sent through the DCS.

All Top Secret collateral material must be sent through the DCS. So, to make it easier, all classified material with the exception of Secret collateral and Confidential collateral must be sent through the DCS.

**INSTRUCTOR'S NOTE:**

Collateral Secret and Confidential material can be sent through the DCS only when there are no other means.

Now that we know what material we are sending through the DCS, there are simple guidelines for packing and wrapping this material.

**SLIDE 24**

First of all, you must use the proper container. It must be opaque; this simply means the container must not reveal any of its content when held up to the light. Standard opaque paper and envelopes should be available to you through the base supply.

Now that you have your container, place the material, along with two copies of the AF Form 310 (original and one carbon) in it. This is called the "inner wrapper," and this is the only wrapper the originator prepares for DCS material. SC prepares the "outer wrapper."

You must keep the third copy of the AF Form 310 (suspense copy) in your suspense file until the recipient returns the signed original. Again, maintain your suspense file according to AFMAN 37-139.

Now we seal the inner container using opaque, water-activated tape. Don't use self-adhesive tape.

Seal all seams of the container. Any portion of the container that is glued, stapled, or easily accessed must be sealed. To add extra security to this package, seal the corners as indicated on this slide.

Now that you have packed and wrapped the material, the next step is to apply the address, classification (no codewords), and special handling instructions on the container. Where do you get this

information? As previously mentioned, there are several directives to guide you.

### **SLIDE 25**

For addressing the container--AIADIR 33-302; the Defense Intelligence Agency Compartmented Address Book (the DIACAB); and the United States Signal Intelligence Directive (USSID) 505, Annex A.

For classification and special-handling instructions--USAFINTEL 201-1 and AFI 31-401.

### **SLIDE 26**

**Return Address--**This goes in the upper left corner of the container. Notice it is not a mailing address, such as the one on your AF Form 310. This is the geographic address which you can find in one of the directives mentioned above. Also, pay special attention to the container number directly below the return address. This is the same "container number" we discussed when we were preparing the AF Form 310, and it must be placed in this area.

**Recipient Address--**This goes in the center of the container. Once again, this is a geographic address and is found in one of the directives mentioned above. Remember, no zip codes on either of these addresses.

Using zip codes can increase the chances of an accountable package containing sensitive classified material being inadvertently dispatched through inappropriate postal channels.

**Classification--**This goes on the top and bottom of the front, back, and all sides of the container.

DCS Inner Container

### **SLIDE 27**

#### **CONTAINS SENSITIVE COMPARTMENTED INFORMATION—**

Wherever you have a classification marking, you must place this caveat directly above or below it as indicated.

**TO BE OPENED ONLY BY THE  
SPECIAL SECURITY OFFICER--**Place above the recipient's pouching address on the front of the container. (As appropriate never use GCO/TCO/BCO, precede with SSO., that is SSO/GCO)

DCS Outer Container

### **SLIDE 28**

Place the inner package in a canvas pouch and seal it with lead seal (Use an opaque envelope or wrapping paper for the small documents and securely seal with gummed kraft or similar tape. (gummed kraft paper tape)

#### **PREPARE A TAG OR LABEL**

Containing the pouch address of the sender and receiver.

And mark "VIA DEFENSE COURIER SERVICE" above the pouch address of the recipient. And mark the originator control number on the tag, label, or package, and fasten it to the canvas pouch or package.

**NOTE:** Enter the weight (if required by the servicing DCS station)

And there you have it. A package containing your AF Form 310 and document, packed and wrapped, addresses applied, classification, and special-handling instructions applied. What next?

All that's left to be done is to transfer the material to the office that handles the dispatch of DCS material.

## Preparing a registered package

**INSTRUCTOR'S NOTE:**

Since there is no requirement to receipt for SCI within a SCIF, whatever receipting procedures your unit uses should be placed here.

Next comes registered mail.

**SLIDE 29**

Remember we discussed the types of material that can be dispatched through registered mail? Well, once again. THE ONLY CLASSIFICATIONS THAT CAN BE DISPATCHED BY REGISTERED MAIL ARE CONFIDENTIAL COLLATERAL AND SECRET COLLATERAL. It is entered into the United States Postal Service which assigns a registered number. This provides a continuous chain of receipts from the point of origin to its final destination.

Secret collateral material requires an AF Form 310.

Confidential collateral material does not require an AF Form 310.

**INSTRUCTOR'S NOTE:**

Use the following if it applies to your unit:

Confidential collateral material can also be sent "First Class" mail within the CONUS only. It must be prepared as follows:

You must use inner and outer wrappers. Use mailing addresses on both wrappers (return and addressees).

The outer wrapper will also bear the markings "DO NOT FORWARD" on the bottom left corner.

**NOTE:** If other local procedures apply, insert them at this time.

Certain unclassified items can also be dispatched by registered mail, such as items of substantial value. For further information

on dispatching unclassified items through registered mail, refer to AF DoDM 4525.8/AF Sup 1.

### **SLIDE 30**

The packing and wrapping of registered material is the same as for DCS material. However, you, the action office, must prepare both the inner and outer wrappers and the container receipt (AF Form 12). Also, the addresses and markings are somewhat different.

### **SLIDE 31**

#### **INNER WRAPPER:**

**Return address**--The mailing return address is used for registered mail, but the "in-house" container number--remember the AIA Form 87--is still placed below it.

**Classification**--Only the words

CONFIDENTIAL or SECRET are used. There are no caveats or special-handling instructions. The classification is still placed in the same areas as DCS material (top and bottom of all sides).

The inner wrapper is now completed. Now you must prepare an outer wrapper.

**OUTER WRAPPER:** The outer wrapper must also be opaque material and large enough to contain the inner wrapper. If you are using envelopes, simply select the next larger size envelope as the outer wrapper. Boxes or large items can be wrapped in opaque paper. A canvas bag can also be used as an outer wrapper, but it must be secured by a special lead seal around the neck of the bag.

Whatever your choice of an outer wrapper, ensure that it is secured around the inner wrapper--sealing all seams; then apply the following:

**Return address**--It's the same as the inner to include the container number.

**Recipient's address**--Same as the inner wrapper.

Those are the only items that will appear on the outer wrapper.

As you can now tell, the only difference between the inner and outer wrappers is that the outer wrapper does not bear any classification markings.

Remember that classification markings are NEVER, repeat, NEVER placed on the outer wrapper! It's obvious, you don't want to advertise the sensitivity of the contents.

You now have a completed package. Are there any questions?

Method: Lecture/Discussion (1 hour)

## 6. Accounting for Outgoing Containers

Given information about accounting techniques for outgoing containers, select, with a minimum of 75 percent accuracy, statements which describe basic accounting principles.

Preparing an AF Form 12,  
Accountable Container Receipt

### SLIDE 32

What is an AF Form 12? It is an accountable container receipt used to transfer accountability of sealed containers between two or more offices. It is used when dispatching accountable containers through the BITS. Even within a SCIF, the receipting process for sealed containers begins with the office that seals the container and will maintain the content's accountability (AF Form 310). For example, if DOU prepares and seals the container, DOU must formally transfer the container to the next office in the distribution chain. For example, DOE, who must again transfer the container accountability to IM, who subsequently transfers accountability to BITS. Each office must maintain the accountability receipts (AF Form 12) according to AFMAN. 37-139. An AF Form 12 is also used to receipt for incoming accountable containers and to further disseminate such

containers within your organization. If necessary, we'll discuss this later.

**POSTAL NUMBER AND DISPATCH**

**NUMBER:** These are reserved for use by the Base Information Transfer Center (BITC).

**TO:** Enter the organization and office symbol to which the material is being transferred, not the addressee of the container! Usually this organization is the BITC.

**FROM:** Enter your organization and office symbol.

**DISPATCHED BY:** Self-Explanatory. Enter your name, grade, and office symbol.

**DATE:** Enter the date you actually transfer the material from your office.

**TIME:** Self-Explanatory.

**CONTAINER NUMBER:** This is the same container number you obtained from your log AIA Form 87) and placed on the AF Form 310 and below the return address of the inner and outer wrappers.

**REFERENCE:** Indicate in this block the type of service you desire for your package. In this case you will indicate, "REGISTERED." You may also enter "certified" or "insured" in this block. However, those services do not qualify for classified material.

**NOTE:** You can enter up to 22 packages on one AF Form 12, regardless of their individual destinations.

**RECEIVED BY, SIGNATURE, DATE, AND TIME:** After completing the AF Form 12, you will take it along with the package to the distribution office. They will inspect the package to ensure that it compiles with applicable directives and then complete these blocks. You will be given the signed

original copy of the AF Form 12, which you will place in your suspense file until your signed AF Form 310 is returned.

**NOTE:** If your office is an in-transit distribution office, that is, DOE or IM, and you do not seal the container and monitor receipt of the AF Form 310, when you further transfer the container to another office, you will maintain the signed copy of the AF Form 12 in your permanent file. Refer to AFMAN 37-139, for the appropriate disposition rules.

### **SLIDE 33**

Let's recap what you've just done. You obtained a container number and annotated all applicable information on the Outgoing Accountable Container Log. You completed an AF Form 310. You determined the mode of transportation that your classified material will take. You packed and wrapped, stamped and marked, completed your AF Form 12, transferred accountability of the package, and filed your suspense copies of your AF Form 310 and AF Form 12 in your suspense files. So now you're done and you can relax and forget all about that package, right? Wrong!

Initiating an AF Form 310 tracer action

### **SLIDE 34**

The most important and final step in this process is the return of the signed original copy of your AF Form 310.

Remember you placed a suspense date on the AF Form 310, and it's up to you to ensure that the material has reached its final destination. The only way you can determine this is by the return of the AF Form 310. After 30 or 45 days, you should receive the signed original AF Form 310. If you do, this is great. You simply destroy

your suspense copy and place the original in permanent records.

**NOTE:** AF Forms 310 and AF Forms 12 are to be handled just like any other documents that require filing. Whether incoming or outgoing, the record copies of these forms must be filed according to AFMAN 37-139. See your records custodian for guidance on the proper filing of the record copies of these forms.

Now, what if you do not receive your signed, original AF Form 310 by the suspense date?

You must conduct "tracer action," and this is how it's done:

First, retrieve the suspense copy of your AF Form 310 from your records.

Make a xerographic copy of it, or you can retype a new form. If you do retype a new form, be sure you include all of the information that was on the original.

On the copy or new form, write "TRACER-ORIGINAL NOT RECEIVED."

Retain a suspense copy, and send the annotated AF Form 310 to the intended recipient of the initial transmission.

Annotate on your control log that you did conduct the first tracer action, the date it was done, and the new suspense date you have set. Allow adequate time for the copy to reach its destination. If the package was received, the recipient should sign and return the tracer copy of the AF Form 310. If the intended recipient did not receive the package, this could be serious. The package may have been lost or a compromise of the material may have occurred. Do not hesitate--inform your supervisor, inform your security manager, or inform your commander. These people will know what action has to be taken.

Hand-carrying classified material

**SLIDE 35**

Thus far, we've discussed dispatching accountable material by third parties, that being, the DCS or USPS.

Classified material can also be hand-carried from action office (AO) to AO. However, there are certain procedures for accomplishing this task, and they are as follows:

If the material is being hand-carried from AO to AO within a SCIF, no receipting is required as long as it's not in a sealed container. This includes all classifications of material with the exception of Top Secret collateral.

If the material is being hand-carried out of the SCIF, the person escorting the material must have written authorization to do so. This could be either a DD Form 2501, **Courier Authorization (Storage Safeguard Form)**, (which is authorization to hand-carry SCI) or a letter signed by the commander authorizing you to hand-carry collateral material. In either case, use the following guidelines:

**SLIDE 36**

If the material is being hand-carried to another Air Force office on base and the classification is Confidential collateral or Secret collateral, no receipting is required.

Top Secret collateral material is always controlled and maintained by the Top Secret Control Office (TSCO). It can be transferred only the TSCO and must be receipted for on either an AF Form 143, **Top Secret Register Page**, or an AF Form 310.

SCI material can only be transferred between SCIFs and must always be receipted for whenever it leaves a SCIF. Let's discuss some of the more frequent

instances in which SCI material is hand-carried.

We already know that when SCI material is hand-carried within a SCIF, you only have to protect it with the appropriate cover sheet (AF Form 353, **Special Intelligence Cover Sheet**), and no receipting is required. If it is to be hand-carried between geographically separated SCIFs on the same installation, it must be either doubled-wrapped in opaque material and both wrappers appropriately marked or in a lockable briefcase accompanied by the appropriate cover sheet. The courier of this material must have, in his or her possession, a DD Form 2501 signed by the commander or designated representative. Receipting for the material is required.

If the material is being hand-carried between geographically separated SCIFs that are within the same restricted area, the same criterion apply except the person who is transporting the material need not have a DD Form 2501.

Any classified material that is handcarried to a non-Air Force office, with the exception of Confidential collateral, must always be receipted for, whether it be a military, Department of Defense (DoD), or civilian office. Any person working within an Air Force office is considered part of that office, if authorized. It is the responsibility of the individual possessing the material to determine if the person to receive the classified material is, indeed, authorized to do so.

### **SLIDE 37**

REMEMBER, while transporting any classified material, it must be accompanied by the appropriate cover sheet or enclosed in an appropriate container.

There are other means of hand-carrying SCI and collateral classified material, such as, aboard an aircraft (commercial or military) by a designated courier; however, the majority of hand-carrying requirements occur on the installation. For further guidance on this subject, refer to AFI 31-401, or see your security manager. It is extremely important that you know all requirements before you attempt to hand-carry any classified material.

Dispatching classified material through BITS to on-base locations.

### **SLIDE 38**

You already know that you can dispatch (classified) registered mail to off-base locations through BITS. But what if you want to send a classified document to an office on base through BITS? Well, the procedure is very much like registered mail.

If you remember, SCI and Top Secret collateral cannot be sent through registered mail. They also cannot be sent to on-base locations through BITS. So, essentially, the only classifications of material that can be sent to on-base locations through BITS are Confidential collateral and Secret collateral.

The material is prepared just like registered mail, except only an inner container is required.

Begin by obtaining a container number and annotating all applicable information on the Container Log.

You must prepare an AF Form 310 (if applicable).

The material must be properly packaged for dispatch (inner wrapper only).

And the material must be controlled in transit by an AF Form 12.

There is no requirement for an "outer wrapper." Address inner wrapper to the intended recipient and mark or stamp it just as you would the inner wrapper for registered mail. The classification markings must be visible during transit to the intended recipient.

The receipting process does not change. AF Forms 12 or 310 used as receipts must be handled exactly as you would receipt for registered mail.

So considering what we just covered, dispatching classified material to on-base locations through BITS is basically the same as dispatching registered mail without an outer wrapper.

**NOTE:** Classified material dispatched to non-Air Force offices must be receipted for with an AF Form 310 with the exception of Confidential collateral.

Method: Lecture/Discussion (30 minutes)

## **7. How to Receipt for Incoming Accountable Containers**

Given information about receipting techniques for incoming accountable containers, select, with a minimum of 75 percent accuracy, statements which describe basic principles.

Receipting for incoming accountable containers

### **SLIDES 39 and 39A**

Finally, we need to briefly address control of accountable material from another aspect--receipting.

From an action office (AO) point of view, receipting for incoming accountable containers will be the opposite of dispatching accountable containers. Your office has now become the receiver rather than the sender.

As you already know, the receipting process is vital when dispatching accountable containers. However, it is equally as vital when receiving such containers. Whether you are receipting for DCS containers, registered mail, or accountable containers from another office on base, you will accept

## Authorizing receipt

accountability of those containers by signing a receipt (that is, DCS Form 32, or AF Form 12). But, is that it?

Do you simply sign the receipt and leave with the containers? Definitely not!

**SLIDE 40**

Before you can begin to receipt for incoming accountable containers, you must be authorized to do so on an AIA Form 170, **Official Communications Receipt Authorization**, signed by a designated approving official of your division, section, etc. This form will also state the exact offices for which you are to receive accountable containers and what type. Preparation of this form is self-explanatory. You can use it to authorize up to 18 individuals to receipt for accountable containers. You may also use a Letter of Authorization in place of the form.

Now, let's discuss the proper way of accepting accountability of containers.

## Accepting accountability

**SLIDE 41**

First, you must examine the container to determine if it has been tampered with. Check the seams of the container to ensure that they are still intact.

Next, check the address to ensure that the container is intended for your office. And then, check the numbers on the package to ensure that they match the receipt.

If these three things are in order, then you can sign the receipt and accept accountability of the container.

If there is a discrepancy with the security of the container, annotate the discrepancy on the receipt and then notify your security manager of the discrepancy. The security

manager will then inform the sending agency of the discrepancy.

#### **SLIDE 42**

After receipting for and opening the container, you must verify the contents of the container as indicated on the enclosed document receipt (AF Form 310). Again, the receipting process continues. If the contents of the container correspond with the document receipt, sign the receipt and immediately return it to the sender. If there is a discrepancy between the contents and the document receipt, annotate the discrepancy on the receipt, then sign it, and immediately return it to the sender.

**NOTE:** Local procedures may vary; however, the person that actually opens the container and views the contents should be the person who signs the document receipt.

**NOTE:** Even within a SCIF, the receipting process for sealed containers must continue until the container is finally opened and the contents are inventoried and accounted for back to the originator. For example, this means receipting from IM to DOE to DOU if the container is not opened until it reaches DOU.

Finally, as we've mentioned several times, AFMAN 37-139, prescribes specific rules for maintaining AF Forms 12 and 310 and other receipts. Retention (AFMAN 37-139) and disposition (AFMAN 37-139) vary greatly, based upon how the forms are actually being used; that is, in-transit receipt, suspense, permanent receipt, incoming or outgoing. Refer questions to your unit records manager.

#### **SLIDE 43**

Let's briefly go over what we have covered during this course. We looked into the reasons why security is needed to protect

### **8. Summary and End-of-Course Test**

classified material and the philosophy upon which these reasons are based.

The identification of cleared and authorized individuals was discussed and your responsibility for determining an individual's "need-to-know."

We also covered how to identify classified material.

A list of references was described and the purpose of these references was explained.

We covered obtaining a container number, completing the Outgoing Accountable Container Log, and the part this container number plays throughout the entire process.

We covered the correct procedures for preparing AF Forms 310 and 12 and the types of material that require either of these forms.

#### **SLIDE 43A**

We discussed two modes of transportation for classified material (DCS and USPS), the criterion for each, and the preparation of packages that must be sent through those channels.

Disseminating classified material through BITS to on-base locations and handcarrying such material were also discussed.

Receipting for incoming accountable containers was our last subject and the reason for accountability of such containers.

Now that we've learned the reasons for and the procedures of processing classified or accountable communications, you can see the important part you play as the processor of this highly sensitive information. This is a unique job that you do each day; and, to many of you, it will become routine. The bottom line is, although you perform these tasks routinely, attention to detail and thoroughness in following step-by-step

procedures will ensure that you maintain the integrity of the security program of the Air Force. Remember, if you are unsure of any security procedures that you should follow, ASK for guidance or consult the appropriate directives.

**INSTRUCTOR'S NOTE:**

Conduct a question and answer period at this point.

**SLIDE 44**

If there are no further questions, I will now administer the end-of-course test. The test period will be 45 minutes. The minimum passing score is 75 percent. Once you have completed the test, you may bring them to me for scoring. If you receive a passing score, you may leave.

## STUDENT REFERENCE AID

**AIADIR 33-302(C)** , *Air Intelligence Agency Subordinate and Supported Activity Address Directory (U)*, lists the mailing, courier, and message addresses for all AIA organizations.

**AFDIR 37-135**, *Air Force Address Directory*, lists the mailing and message addresses for Air Force units.

**USSID 505 Annex A**, *United States Signals Directive*, lists the mailing, courier, and message addresses for all DoD or DoD-affiliated components.

**Defense Intelligence Agency Compartmented Address Book (DIACAB)**. Lists the mailing, courier, and message addresses for all DoD-affiliated components.

**DoDD 5200.33**, *Defense Courier Service (DCS)*, describes what the Defense Courier Service (DCS) does and prescribes procedures for activities using the DCS.

**AFI 31-401**, *Managing the Information Security Program*, establishes a system for classifying, downgrading, and declassifying information. It also sets forth policy and procedures for safeguarding classified collateral material from its creation to its disposal.

**DoDD 5200.1**, *DoD Information Security Program Security*, establishes a system for classifying, downgrading, and declassifying information. It also sets forth policy and procedures for safeguarding classified collateral material from its creation to its disposal.

**NOTE:** This regulation explains how to prepare an AF Form 310 and how to conduct tracer action.

**USAFINTEL 201-1(TS)**, *The Security, Use and HQ Dissemination of Sensitive Compartmented Information (SCI) (U)*, prescribes policy for SCI material from its creation to final disposition. The areas you will be concerned with are the accountability and dissemination processes.

**DoDS 5105.21-M-1**. Prescribes administrative policies and procedures for SCI materials.

**AFDoDM 4525.8/AF Sup 1**, *Official Mail Manual*, explains the operation of civil and military postal activities. It explains how to process administrative communications for on-base distribution and off-base transmission; describes policies for official mail and pouch service; defines responsibilities; and sets official mail handling procedures.

**NOTE:** This is the regulation that you should consult for processing registered mail and transferring classified collateral material on base through BITS.

**USSAN Instruction 1-69**, *United States Implementation of NATO Security Procedures*, explains how to safeguard NATO classified Information (FOUO).

## END-OF-COURSE TEST

### Questions for Objective One

1. To gain access to information classified SECRET, an individual must have a:
  - a. secret security clearance and a letter of authorization.
  - b. secret security clearance and a red badge.
  - c. secret security clearance and a need-to-know.
  - d. secret security clearance and a green badge.
2. Select the statement below that correctly describes a principle of classified information.
  - a. SCI and collateral classified information handling policies are identical.
  - b. SCI must be controlled but collateral classified information is exempt from controls.
  - c. SCI and collateral classified information handling policies are significantly different.
  - d. The procedures for marking and controlling SCI documents are outlined in AFI 31-401.
3. The process of wrapping classified documents to physically protect the material and preclude unauthorized access is called:
  - a. containerization.
  - b. boxing.
  - c. packaging.
  - d. shrink wrapping.
4. \_\_\_\_\_ ensures that an accountable container is fully accounted for from the point of origin to its final destination regardless of the mode or system used.
  - a. Receipting
  - b. Containerization
  - c. Tracing
  - d. Authentication

### Questions for Objective Two

5. Within a SCIF, an individual is cleared by the appropriate \_\_\_\_\_ he or she wears.
  - a. military uniform
  - b. military rank
  - c. AIA restricted-area badge
6. Within a SCIF, a red AIA restricted-area badge means the wearer is cleared for up to and including \_\_\_\_\_ information.
  - a. Confidential SCI
  - b. Secret collateral
  - c. Top Secret collateral
  - d. Top Secret SCI

7. Within a SCIF, a green AIA restricted-area badge means the wearer is cleared for up to and including \_\_\_\_\_ information.
- a. Confidential SCI
  - b. Secret collateral
  - c. Top Secret collateral
  - d. Top Secret SCI
8. Given an appropriate-level security clearance, the overriding principle that determines if an individual is given access to classified information is called:
- a. prerequisites of rank.
  - b. need-to-know.
  - c. the domino principle.
  - d. the restricted-area badge system.

### Questions for Objective Three

9. Responsibility for correctly marking classified material rests with the \_\_\_\_\_.
- a. originator.
  - b. approving official.
  - c. security police.
  - d. BITS.
10. You work in an office with several action officers. While waiting to use a copy machine, located in an open hallway, you notice that one of the action officers left an unmarked document laying on the table next to the copier. Scanning the document, you recognize information that should have been marked as classified. What should you do?
- a. Throw it away.
  - b. Leave it on the table.
  - c. Return to your office and notify the action officer.
  - d. Safeguard the document and seek proper classification guidance.
11. From the list of classification markings below, select all mandatory items that apply to a classified letter.
- a. Top of the page classification stamp.
  - b. Portion markings.
  - c. Bottom of the page classification stamp.
  - d. Classified by marking.
  - e. Declassifying instructions.
  - f. Physical disposal instructions.

12. A document that is classified overall as Secret but contains Confidential and unclassified pages is referred to as a \_\_\_\_\_ classified document.

- a. compiled
- b. composted
- c. Secret
- d. Confidential

#### **Questions for Objective Four**

13. What type of addresses are used on an AF Form 310?

- a. Geographical
- b. Residential
- c. Business
- d. Mailing

14. How many suspense days are given to an AF Form 310 going to an overseas location?

- a. 10
- b. 25
- c. 45
- d. 40

15. What classification of material does not require an AF Form 310 when dispatched?

- a. Confidential collateral.
- b. Confidential SCI.
- c. Secret collateral.
- d. Secret SCI.

16. Top Secret material may be dispatched through registered mail channels if approved by the unit commander.

- a. True
- b. False

17. How many copies of an AF Form 310 are dispatched with classified material?

- a. All copies
- b. Three copies
- c. One copy
- d. Two copies

18. On which of the following is the container number placed when dispatching classified material?

- a. AF Form 310
- b. AF Form 12
- c. The package
- d. All of the above

19. What are the only two classifications of material that can be transmitted by registered mail?
  - a. Top Secret collateral and Secret collateral
  - b. Secret collateral and Confidential collateral
  - c. Unclassified and Confidential collateral
  - d. Top Secret collateral and Confidential collateral
20. What type of addresses are used on courier packages?
  - a. Mailing
  - b. Residential
  - c. Business
  - d. Geographical
21. Confidential collateral material can be sent by first class mail within the CONUS only.
  - a. True
  - b. False
22. Where is the container number placed on a package being prepared for dispatch?
  - a. Directly above the classification marking
  - b. Below the intended recipient's address
  - c. Anywhere in the upper right corner of the package
  - d. Directly below the return address
23. What regulation prescribes procedures for preparing registered mail?
  - a. AFI 31-401
  - b. AF DOD 4525.8-M/AF SUP
  - c. AIADIR 33-302
  - d. AFI 37-126
24. Which regulation explains the preparation of an AF Form 310?
  - a. AFI 37-126
  - b. AFI 31-401
  - c. AIADIR 33-302
  - d. AF DoDM 4525.8/AF SUP1

### **Questions for Objective Five**

25. How many packages can be entered on an AF Form 12, regardless of their destination?
  - a. 11
  - b. 1
  - c. 22
  - d. 15

26. What statement is placed on the tracer action copy of an AF Form 310?
- "TRACER - ORIGINAL NOT RECEIVED."
  - "TRACER ACTION REQUIRED."
  - "PLEASE RETURN ORIGINAL COPY."
  - No statement is required.
27. All classifications of material can be transferred from action office to action office within a SCIF without Receipting, except:
- Confidential SCI.
  - Secret collateral.
  - Top Secret collateral.
  - Top Secret SCI.
28. A DD Form 2501 signed by the unit commander is authorization to hand-carry:
- SCI.
  - Top Secret collateral only.
  - Secret collateral only.
  - Secret collateral and Confidential collateral.
29. Which of the following does not require a receipt when hand-carried to another Air Force office on-base?
- SCI.
  - Top Secret collateral.
  - Secret collateral and Confidential collateral.
  - None of the above.
30. Which of the following is a true statement?
- SCI can be transferred to any office on base through BITS.
  - SCI can be transmitted by registered mail.
  - SCI can only be transferred between SCIFs.
  - SCI can be transferred to any Air Force office on base through BITS.
31. Which of the following must be receipted for when hand-carried to a non-Air Force office?
- Confidential collateral
  - Secret collateral
  - Both a and b
  - None of the above
32. What is the proper authorization for hand-carrying collateral material out of a SCIF?
- DD Form 2501
  - Letter signed by the supervisor
  - Restricted-area badge
  - Letter signed by the commander

**Questions for Objective Six**

33. Before receipting for incoming accountable containers, a person must first be authorized to do so on an approved \_\_\_\_\_.

- a. AF Form 310.
- b. AF Form 12.
- c. AIA Form 12.
- d. AIA Form 170.

34. Match the items on the left with the corresponding reasons on the right to check incoming accountable containers.

**ITEMS**

- a. container seams
- b. address
- c. numbers

**REASONS**

- 1. match receipt
- 2. intact
- 3. for your office
- 4. correct zip code

35. After receipting for and opening an incoming accountable container, you must next:

- a. discard the enclosed AF Form 310.
- b. compare container contents with enclosed document receipt.
- c. complete a new AF Form 310 to reflect container contents.
- d. compare container contents with enclosed AF Form 12.

36. The person signing a document receipt for an incoming accountable container must be the:

- a. office chief.
- b. section officer in charge.
- c. person delivering the package to the office.
- d. person opening the container and viewing the contents.

**ANSWERS TO THE END-OF-COURSE TEST**

1. c
2. c
3. a
4. a
5. c
6. b
7. d
8. b
9. a
10. d
11. All except f
12. c
13. d
14. c
15. a
16. b
17. d
18. d
19. b
20. d
21. a
22. d
23. b
24. b
25. c
26. a
27. c
28. a
29. c
30. c
31. b
32. d
33. d
34. a matches with 2  
    b matches with 3  
    c matches with 1
35. b
36. d